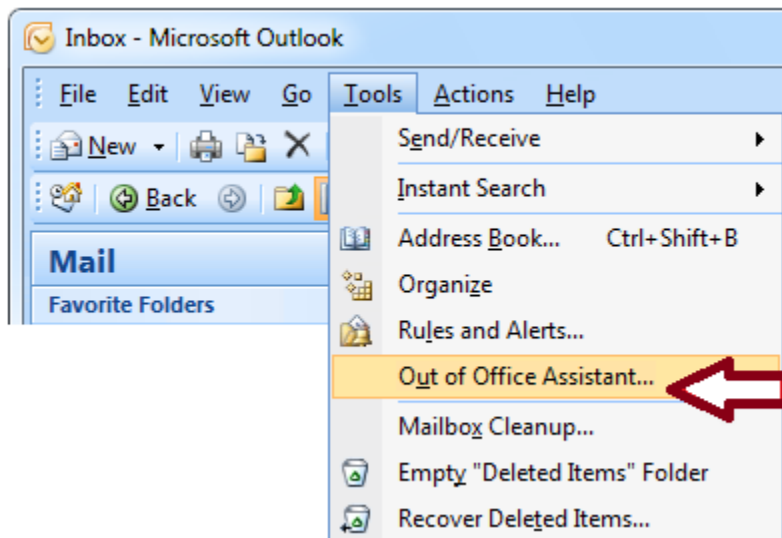


## Out of Office Automatic Replies Outlook 2007

Launch Microsoft Outlook

Click:

1. Tools Tab
2. Out of Office Assistant



3. In the out of office assistant dialog box, select the "Send out of Office auto-replies check box. If desired, you may specify a set time and date range by clicking "Only send during this time range."
4. In the "Inside my organization" tab and in the "Outside my Organization" tab, type the desired message.
5. Click Ok

**Note:** If you selected the "only send during this time range" the out of office assistant will continue to run until the end date and time you selected. Otherwise, the out of office assistant will run until you repeat step 1 & 2 and select "Do not send out of Office auto-replies."